



Lactation Accommodation

POLICY STATEMENT

The university provides reasonable time away from work for lactating employees in its employ to express milk and makes reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

REASON FOR POLICY

In compliance with federal, New York State, and New York City law, and in support of the institution's work/life initiatives for working families, the university recognizes and respects the need to accommodate lactating employees who choose to express milk during work time, without discrimination.

ENTITIES AFFECTED BY THIS POLICY

- Ithaca-based locations
- Cornell Tech campus
- Weill Cornell Medicine campuses, which will administer this policy under Weill Cornell Medicine procedures.

WHO SHOULD READ THIS POLICY

- All members of the Cornell University faculty, academic and nonacademic staff, including regular, temporary, casual staff members, and student employees.

MOST CURRENT VERSION OF THIS POLICY

- www.dfa.cornell.edu/policy/policies/lactation-time-away-work

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RELATED RESOURCES

University Policies and Information Applicable to All Units of the University

[Lactation Support](#) (access to directory of available spaces and other accommodations)

[University Building Design and Construction Standards](#)

University Policies and Information Applicable to Only Ithaca Campus Units

[University Policy 6.2.1, Leaves for Professors and Academic Staff](#)

[University Policy 6.6.13, Flexibility in the Workplace](#)

[University Policy 6.9, Time Away From Work](#) (sections on Vacation, Holiday, Health and Personal Leave, and Medical Leaves for Nonacademic Staff)

[Student Employment Policies and Procedures](#) of the Office of Financial Aid and Student Employment

University Policies and Information Applicable to Only Weill Cornell Medicine Units

[Weill Cornell Medicine HR Policy 164 Lactation Accommodation](#)

External Documentation

[New York State Labor Law, Article 7, Section 206-C](#)

[United States Department of Labor Break Time for Nursing Mothers](#)

[New York City Human Rights Law](#)

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CONTACTS

Direct any general questions about this policy to your college or unit administrative or human resources office. If you have questions about specific issues, contact the following offices.

Contacts, Ithaca Campus Units and Cornell Tech

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation	Work/Life	(607) 255-1917	worklife@cornell.edu
	College/unit Human Resources Representative		hr.cornell.edu/find-your-hr-representative
Reports of Bias, Discrimination, or Protected-Status Harassment	Office of Institutional Equity and Title IX	(607) 255-2242	biasconcerns@cornell.edu titleix.cornell.edu

Contacts, Weill Cornell Medicine Units

Subject	Contact	Telephone	Email/Web Address
Policy Clarification and Interpretation All Other Issues	HR Solution Center	(646) 962-9247	hrsc@med.cornell.edu

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DEFINITIONS

These definitions apply to terms as they are used in this policy.

Eligible Employee	All members of the university faculty, academic and nonacademic staff including regular, temporary, casual, and student employees.
Student Employee	A student appointed to the university's hourly payroll.

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RESPONSIBILITIES, ITHACA-BASED LOCATIONS AND CORNELL TECH

The major responsibilities each party has in connection with this policy are as follows:

Academic Staff Member Seeking Time Away from Work to Express Milk	Refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.
College/Unit Making Space Accommodations	Provide a private space in close proximity to the work area for individuals expressing milk, within five business days of receipt of the request.
Employee Seeking Accommodations	Contact supervisor or college/unit level human resource representative, in advance, to request time away from work accommodations. Review the university directory of lactation rooms and contact the identified room coordinator to obtain access to the desired room, in advance of needing access. Contact college/unit level human resource representative or Work/Life in Human Resources to request alternative or temporary private space accommodations, if a designated space is not within a reasonable distance.
Supervisor	Respond to requests for time away from work to express milk, in accordance with college/unit procedure.
Work/Life in Human Resources	Consult with individuals, supervisors, HR representatives, and facility leaders on the creation and maintenance of private spaces for lactation rooms and advise on time away from work regulations and best practices.

RESPONSIBILITIES, WEILL CORNELL MEDICINE UNITS

See WCM HR Policy 164 Lactation Accommodation

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PRINCIPLES

Overview

The university provides reasonable time away from work for lactating employees in its employ to express milk and will make reasonable efforts to provide a private room or other location in proximity to the work area for such activity.

Eligible employees include all faculty, academic, and nonacademic staff, including regular, temporary, and casual staff, and student employees who may request lactation accommodations for the three years following the birth of a child.

◆ **Note:** This policy does not accommodate breast/chest feeding in the workplace.

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PROCEDURES, ITHACA-BASED LOCATIONS AND CORNELL TECH

Time Away From Work Accommodations

Unpaid break time, paid break time, or unpaid mealtime, as well as health and personal leave, vacation, or flexible scheduling can be used for this accommodation.

Each break will generally be no less than twenty minutes, though employees may elect to take shorter breaks for this purpose. An employee may be required to postpone scheduled unpaid break time for no more than thirty minutes if they cannot be spared from their duties until appropriate coverage arrives. The time away needs of the employee may evolve in duration and frequency and must be revisited by the employee and the supervisor in accordance with the unit's procedure for requesting time off.

Private Space Accommodations

The university has designated lactation rooms - see "Related Resources" for directory.

Employees are encouraged to use scheduling tools if available and identified on the directory. If demand exceeds availability of a room, a user may contact the college/unit level human resource representative or Work/Life in Human Resources to address needs.

When a lactation room does not exist in the building where the employee performs work, and nearby rooms will appreciably extend the amount of time needed away from work, reasonable attempts must be made to provide alternative temporary space.

A temporary space must meet the following criteria: sanitary (not a restroom), private (shielded from view and free from intrusion), well-lit through natural or artificial light, electrical outlet, chair, surface to rest the pump and other personal items, and nearby access to running water. The employee must be provided access to refrigeration suitable for milk storage in reasonable proximity to the employee's work area.

If the temporary room is used for multiple purposes, or the designated lactation room is used for non-lactation needs, employees needing to express milk must be given priority access. When an employee is using the temporary room to express milk, the college/unit shall provide notice to other employees that the room is given preference for use as a lactation room.

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Draft Date: March 12, 2019

	PROCEDURES, ITHACA-BASED LOCATIONS AND CORNELL TECH, continued
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Accommodation Process

To request time away from work and private space accommodations, a staff member must:

1. Request time off, in advance, from the staff member's supervisor, in accordance with the unit's procedure for requesting time away from work.
 - a. The supervisor must respond in accordance with unit procedure and may contact the college/unit human resource representative or Work/Life in Human Resources to receive guidance.
2. Review the university directory of lactation rooms and contact the identified room coordinator to obtain access to the desired room, in advance of needing access.
3. Contact the college/unit human resource representative or Work/Life in Human Resources to request alternative or temporary private space accommodations if a designated space is not within a reasonable distance. Requests must be responded to within five business days.
4. As time away from work needs evolve, the employee and supervisor will work together to address scheduling changes in accordance with their unit's procedure for requesting time away from work.

Academics

Academics seeking time away from work to express milk should refer to University Policy 6.2.1, Leaves for Professors and Academic Staff.